Leveraging Federal Assets for the Deployment of Broadband Working Group
Thursday, May 24, 2018, 1:00-2:00 pm
GSA, 1800 F Street, NW, Washington, DC
Meeting Minutes

Attendees:

> **USDA** - Joey Perry
> **Commerce** -Tim Moyer, Patrick Sullivan
> **OMB** - Victoria Premaza
> **DoD** - (b) (6)
> **DOE** - Herb McConnell
> **EPA** - Wendy Blake-Coleman
> **GSA** - Aluanda Drain, Stephanie Klodzen, Michael Radney, Chris Coneeney
> **DHS** - No
> **HUD** - John Gibbs
> **IMLS** - No
> **DOI** - Steve Fusilier, Karen Montgomery, Truda (NPS)
> **NASA** - Patricia Jones
> **VA** - Bruce Bradley

Meeting Objectives:

- Action items from last meeting
- Review revised work plan
- Review revised survey questions
- Review draft status report for BIWG quarterly report

Revised work plan

Based on current expectations, Aluanda and Steve presented the latest version of LFA's work plan, which currently outlines tasks through the end of "Phase 1," ending on August 13. Survey questions are still expected to be issued by the end of May with a 30- day response time for agencies. Most agree that this is likely do-able, given the lack of asset level data required, but both Herb and Bob indicated that if they find that they are going to have problems, they will let LFA know (and be very transparent) about requesting additional time. Both feel they will need to coordinate with other parts of their organizations to get the right people providing answers.

Once agency responses have been received, they will be analyzed with a summary report prepared of the survey findings. Additional phases and associated tasks will be added later.

Revised survey questions

A general overview of changes made to the questions since last week was given, as well as an update on the discussion Steve and Aluanda had with BIWG Leadership regarding the need for LFA to show progress towards collecting data on federal assets. DOI is already working on a geographic display, so it has been proposed that rather than collecting data from agencies during the upcoming survey, we could provide a preliminary base of information by using the data from DOI's mapping tool and potentially adding GSA and USFS data (discussions still to occur). We would then add data that is collected as part of the Omnibus requirements later in the year.

Agency Comments/Clarifications:

- Joey will try to facilitate discussion with Steve and other USDA staff this afternoon on using their data.
- Bob asked for clarification between public and commercial infrastructure. Group agreed the terms could be removed unless there's a clear distinction.
- It was suggested that we need to develop a glossary of terms, so that everyone has a common/shared definition of what broadband infrastructure and other terms in the survey mean/include.
- Agencies will only be expected to report information on assets that they own or control. Note: there are circumstances where one agency may hold title to the land, but grants administrative control of an asset on that land to another agency. In these cases, the agency with "control" is responsible for making a determination of whether that asset may be a suitable candidate for broadband. Most agencies seemed okay with leaving the question written, as is; but Joey will research whether USFS has a definition for "administrative control" that the group could consider.
- Bruce questioned what is meant by "quickly available" in questions 8 and 9. (Aluanda indicated that these questions were initially intended to gauge the level of difficulty that agencies would have in compiling data for the upcoming Fall data collection).
- Bob feels that many of the questions are too broad and will share them with his technical team for input.
- Questions 11 and 12 were discussed and will remain as is.
- Patricia suggested that we create a template of some sort to assure that we are getting consistent answers/formats from everyone. (For those who were not in attendance last week, Aluanda talked briefly about the demos that we had of two potential vehicles to use for the survey. While no final decision was made, it seems likely that we will go ahead with using MAX Collect, since that is what the other BIWG work streams are using).

MAX Collect - Victoria will send out a blurb on registration process to send out to group for those who did not get the e-mail about registering.

Draft status report for BIWG quarterly report - Aluanda gave a brief overview of what the template, which is due on June 1, contains. This is a firm date. She and Steve are still working on the draft and will share with the group next week for additional feedback;

Next Steps:

- Revise proposed survey questions based on today's discussions
- Continue working on LFA template and share with group
- Work with MAX Collect to get survey out by end of next week
- Next meeting: May 31, 2018.

Leveraging Federal Assets for the Deployment of Broadband Working Group
Thursday, June 7, 2018, 1:00-2:00 pm
GSA, 1800 F Street, NW, Washington, DC
Meeting Minutes

Attendees:

> **USDA** - Joey Perry
> **Commerce** -Tim Moyer, Patrick Sullivan
> **OMB** - Victoria Premaza, Mike Hagan
> **DoD** - (b) (6)
> **DOE** - Pam Peckham
> **EPA** - Wendy Blake-Coleman
> **GSA** - Aluanda Drain, Stephanie Klodzen, Michael Radney, Chris Coneeney
> **DHS** - (b) (7)(C)
> **HUD** - No
> **IMLS** - No
> **DOI** - Lee Dickinson
> **NASA** - No
> **VA** - Bruce Bradley

Meeting Objectives:

- Discuss BIWG approval of survey questions
- LFA documents location in MAX
- Review work plan

Follow-ups to last week's meeting

- We will provide a copy of the final LFA Milestone Report provided to the BIWG leadership team. It has been slightly modified to clarify actions related to objective 1.
- GSA recently updated its online map showing all GSA-owned buildings and lands where a commercial antenna installation might be sited and a point of contact information for each location. A link will be provided to the group.
- A Parking Lot document has been created and will be updated/distributed to keep track of outstanding items.

Survey questions

Additional discussion took place regarding the survey questions. We received many comments this past week concerning the initial wording for question 2 (ie. "jurisdiction, custody and control"), so it has now been revised to read… "Federally owned or leased…"

> o Lee brought up a concern about using leased, since DOI does not have the authority to sublease.
> > ▪ Aluanda agreed that this authority may, indeed, vary between agencies, so if not applicable, you should report only assets that are owned.
> o Agencies in GSA-assigned space, even with an O&M Delegation, should not include these in their survey responses. GSA will report these buildings.

- Since there have been several questions about including rights of way (ROW)/easements in the table of real property asset types, the group agreed to create a separate question along the lines of "does your agency have any ROW/Easements that could be available for use."
- Pam expressed concern about how to respond/determine whether assets would be "suitable" for broadband infrastructure.
  - Tim indicated we are not expecting agencies to make suitability determinations. It was agreed such language will be removed and replaced with something to the effect of "are there any assets that could potentially be used," as a compromise.

LFA documents location in MAX

- Michael gave a brief demo of the LFA MAX page, explaining how to access the documents and how to save pages as "favorites" for ease use. All LFA work stream documents will be housed in MAX for easy access. The BIWG page is the hub, with links to all of the Work Streams. Everyone should have access to these pages. Documents within MAX will be organized in folders to the extent possible. Victoria will send out MAX registration instructions to provide access to MAX as well as the BIWG and LFA pages. The LFA co-chairs will continue to email documents for the time being.

Update on Survey Vehicle

We will use Qualtrics rather than MAX Collect for the survey. Qualtrics has far more flexibility in structuring questions. The survey is targeted to go out to the seven major landholding agencies (DOI, DoD, GSA, USDA, NASA, VA and DOE) but all agencies may submit responses. We'll schedule one-on-one follows ups once the responses come in. GSA will use information received to formulate the guidance required for the larger data collection required under the Omnibus.

Review work plan - Dates will be shifted in the work plan, pending survey distribution, etc.

Next Steps:

- Provide e-mail addresses for everyone in your agency that will be providing responses for your agency, so that we can set up accounts/access in Qualtrics.
- Finalize survey questions and send to BIWG leadership team for approval.
- Send copies of final milestone report and revised questions to the group.
- Finalize survey in Qualtrics and prepare to distribute messaging.

Leveraging Federal Assets for the Deployment of Broadband Working Group
Thursday, June 14, 2018, 1:00-2:00 pm
GSA, 1800 F Street, NW, Washington, DC
Meeting Minutes

Attendees:

USDA - No
Commerce No
OMB - Victoria Premaza, Mike Hagan
DoD – (b) (6)
DOE - Pam Peckham, Herbert McConnell, Sonya Baskerville (Bonneville Power Authority)
EPA - Wendy Blake-Coleman
GSA - Aluanda Drain, Michael Radney, Chris Coneeney
DHS – (b) (7)(C)
HUD - John Gibbs
IMLS - No
DOI – Craig Lasser, Myles Davis, Steve Fusilier, Frederick Marcell
NASA - No
VA - Bruce Bradley

Meeting Objectives:

- Final MAX Collect document format for LFA Working Group
- LFA survey launch
- LFA milestone report

LFA Survey Launch

Additional discussion about the survey questions included the following status updates and inquiries:

- o Aluanda communicated to the group that the questions had been finalized; however, they need to be reviewed by GSA's Office of Customer Experience (OCE) prior to transmission to the agencies.
- o The target date for launching the survey is the end of next week.
- o Bruce asked to revisit the timeline for responses to the survey, as well as about access to Qualtrics.
  - ▪ Aluanda and Steve re-emphasized that the timeline for response will be 30-days. The email addresses we have asked each of the agencies to send us will be used to set up access to the survey.
- o DOI inquired whether they be able to see all their bureau responses once the survey has closed. GSA will confirm that an agency headquarters will be able to see and review the document submissions for its agency prior to finalizing and incorporating into the report.
- o Sonya asked how the team is going to use the survey data if populated. Aluanda replied that the survey responses are at a high level and detailed asset level data is not required.

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        ▪ We also hope to use the data collected from the survey questions to help shape the reporting in October. Final data will be shared with the group and a tiger team will be constructed, at some point, to analyze and roll up the data for BIWG, who will then present the data to the White House.

LFA Milestone Report

        o Aluanda indicated that the LFA Milestone Report had been distributed to everyone in the working group.

Next Steps:

- Send the survey out
- Send in contact information for survey participants to Michael Radney at: michael.radney@gsa.gov

This document reflects the Leveraging Federal Assets for Broadband Deployment Workstream Survey

This survey was designed to collect information regarding current and potential federal assets available for broadband deployment. See the Appendix for a glossary of terms used in this survey. Please contact Michael Radney at Michael.Radney@gsa.gov or (202) 501- 0937 for any questions regarding the survey.

1.   Please provide the below information for the person(s) providing responses to this survey.

Name	Agency	Bureau	Email	Phone Number

2.   What types of Federally owned or leased real property assets does your agency have in its inventory? Choose all that apply. (Create drop down list)

Real Property Assets
Building
Land
Structures
Water Tower
Communications Tower
Transmission Infrastructure
Water Crossings
Road Crossings
Rail Crossings

3.   Does your agency's inventory include any types of real property assets other than those identified per question 2? If so, please list them. Example: excess fiber capacity within funded networks.

4.   What types of real property assets in your agency's inventory currently have broadband infrastructure installed on them? Choose all that apply. (Create drop down list)

Real Property Assets
Building
Land
Structures
Water Tower
Communications Tower
Transmission Infrastructure
Water Crossings
Road Crossings

Rail Crossings

5. Is broadband infrastructure installed on any real property asset types not identified per question 4? Yes/No. If yes, please list the types. Free text.

6. Are there any real property assets in your agency's inventory that do not currently but could potentially accommodate broadband infrastructure? Yes/No. If yes, please describe them. Free text.

7. Does your agency have any easements or rights-of-way that could be available for broadband infrastructure? Yes/No. If yes, please describe them. Free text.

8. What laws, regulations and policies facilitate the use of your agency's real property assets for the deployment of broadband infrastructure? Free text.

9. What laws, regulations and policies hinder or constrain the use of your agency's real property assets for the deployment of broadband infrastructure? Free text.

10. For those real property assets that do not currently have broadband infrastructure installed, are there any specific policy or regulation changes that your agency could make or would like to see made that would allow/facilitate their potential use? Free text.

11. List any other restrictions on the use of your real property assets for broadband infrastructure and the types of real property assets affected. Free text.

12. If requested, can your agency quickly (i.e., within 90 days) compile an inventory including geospatial (address and/or latitude and longitude) data for your agency's real property assets that currently support broadband infrastructure? Yes/ No. If no, how long (e.g., period of time such as days or months) do you estimate it would take to compile the data if provided a template? Free text.

13. Can your agency provide geospatial information for real property assets that currently or could support broadband infrastructure at this time? Free text.

14. Who is the primary contact for information about your agency's real property assets? Free text.

15. Does your agency provide information to the public that describe the process for accessing your agency's real property related to broadband infrastructure? If yes, please provide the website link(s). The following are examples of other sites:

    https://www.bpa.gov/transmission/Doing%20Business/telecommunications/Pages/default.aspx

    https://www.gsa.gov/real-estate/real-estate-services/for-businesses-seeking-opportunities/wireless-telecommunications-installation]

16. Are there any national security implications to the public disclosure of information about your agency's policies or regulations relating to broadband facilities? Yes/No. If yes, please explain.

06.11.2018

17. Are there any national security concerns or policies that would prohibit making information about your agency's real property assets accessible by the public? Yes/No. If yes, please explain.

APPENDIX

Glossary of Terms

A. **Broadband Infrastructure**: Any buried, underground, or aerial facility, and any wireless or wireline connection, that enables users to send and receive voice, video, data, graphics, or any combination thereof. (Definition from section 607(a)(2) of the Making Opportunities for Broadband Investment and Limiting Excessive and Needless Obstacles to Wireless Act (MOBILE NOW Act), Consolidated Appropriations Act, 2018, P.L. 115-141, Division P.)

B. **Owned**: The Federal Government has fee simple interest for the real property asset.

C. **Leased**: The rights to use the real property assets have been assigned to the Federal Government by a non-Federal Government entity for a defined period of time in return for rental payments.

D. **Building**: A constructed asset that encloses a space within its walls and roof and provides space for agencies to perform activities or store materials as well as provides space for people to live or work in.

E. **Structure**: Anything constructed or erected with a fixed location on the ground.

F. **Transmission Infrastructure**: Communications or electrical transmission infrastructure, such as aerial transmission poles, towers, or cables or buried conduit/duct/micro-duct.

G. **Water, Road and Rail Crossings**: Existing water (stream, river, canal, etc.), road, and rail crossings used for broadband infrastructure.

Work Stream	Leveraging Federal Assets for Broadband Deployment

Week of	May 17, 2018

Recent Progress	▪ Meetings were held on May 3, May 10 and May 17. Representatives from Commerce/NTIA, DOE, EPA, GSA, DHS, NASA, VA, and DOI/BLM attended the May 3 meeting, while representatives from USDA, Commerce/NTIA, DOE, GSA, DHS, HUD, NASA, VA and DOI/NPS attended the May 10 meeting. May 17: USDA, Commerce/NTIA, OMB, EPA, DHS, HUD, DOI/BLM, NASA. The four proposed objectives developed for LFA are (1) identify and build an inventory with geo-location data of building classes/categories and other types of assets that are potentially available for public and/ or commercial use to support broadband deployment. (2) For each type of asset, identify the laws, regulations, and/or policies that govern the public and/or commercial use of those assets; (3) If laws, regulations and/or policies are identified that inhibit the use of federal assets for public and/or commercial use, develop recommendations to address the barriers; and (4) Create a streamlined, standardized process to make the assets identified available to public and/or commercial providers, where applicable and not already addressed by the Federal Permitting work stream. ▪ Future meetings will be every Thursday 1:00 – 2:00 PM

Next Steps	▪ Continue to reach out to agencies to ensure more active participation. ▪ Review and provide feedback on the survey questions. ▪ Discuss Objective #1 requiring the creation of an inventory with geo-location data with the NTIA/BIWG leadership team. ▪ Share proposed work plan with the NTIA executive leadership team. ▪ Next meeting: May 24, 2018.

Issues/Risks (Mitigation Plans)	▪ The Omnibus requires GSA seek public comment on additional data that should be collected in the Federal Real Property Profile. Section 608(a) describes the data point as "the ability of the federal real property to support a communications facility installation." We need to resolve any differences in expectations relative to Objective #1. .

Questions or requests for Executive Leadership Team	▪ Please identify what the Administration would consider a success for the LFA working group to achieve now in terms of Objective #1. ▪ We will be sharing the revised survey questions for your feedback and input.

Leveraging Federal Assets for the Deployment of Broadband Working Group
Thursday, June 21, 2018, 1:00-2:00 pm
GSA, 1800 F Street, NW, Washington, DC
Room 3143

To join the meeting virtually:

(b) (6)

Agenda

Welcome/Opening Remarks	1:00 -1:05 pm
Meeting Objectives and Action Items	1:05 -1:50 pm

- Status of agency contacts
- Demo survey questions in Qualtrics

Wrap Up/Adjournment	1:50 – 2:00 pm

Leveraging Federal Assets for the Deployment of Broadband Working Group
Thursday, June 21, 2018, 1:00-2:00 pm
GSA, 1800 F Street, NW, Washington, DC
Meeting Minutes

Attendees:

USDA – Joey Perry, Elrand Denson
Commerce - Tim Moyer
OMB – No
DoD – (b) (6)
DOE – No
EPA – No
GSA - Aluanda Drain, Michael Radney, Chris Coneeney, Stephanie Klodzen, Aaron Eisenbarth
DHS – (b) (7)(C)
HUD – No
IMLS - No
DOI – Steve Fusilier, Craig Lasser, Lee Dickinson, Truda Stella
NASA - Garland Grey
VA - Bruce Bradley

Meeting Objectives:

- Status of agency contacts
- Demo survey questions in Qualtrics

LFA Survey Launch and Status of agency contacts

We are in the process of finalizing the survey for release, but several agencies have not provided contacts (i.e., DOE, DoD, NASA, GSA). Please provide contacts as soon as possible. We plan to formally launch the survey next Monday, June 25, 2018.

Demo survey questions in Qualtrics

Aaron Eisenbarth gave a demonstration of the survey in Qualtrics. Each agency will receive its own unique link, which can be shared with others; however, it is important to remember that only one person can update the survey at a time. Each agency user will be updating a single site, so each agency should designate a primary submitter to ensure that the final submission reflects the agency responses, as a whole.

- DOI's surveys will be set at the bureau level, so that each bureau can provide its own input. Aaron will submit the final bureau answers to Steve, Craig, and Kate Macgregor to review and then they can determine how they wish to submit DOI's final submission.

- Bruce asked whether the working group will continue to meet.
  - Steve indicated that, yes, we will definitely have a meeting next week to check in once the survey is launched; but there will be no meeting the week of July 4, 2018. We will meet again the following week, which will be mid-way through the survey

process to discuss the schedule for our future meetings and next steps for reviewing the survey results.

Next Steps:

- Issue the survey
- Send contact information for survey participants to Michael Radney at: michael.radney@gsa.gov

Leveraging Federal Assets for the Deployment of Broadband Working Group
Thursday, June 28, 2018, 1:00-2:00 pm
GSA, 1800 F Street, NW, Washington, DC
Meeting Minutes

Attendees:

USDA – Joey Perry, Elrand Denson
Commerce - Tim Moyer, Roger Sullivan
IMLS –Nancy White
OMB – No
DoD – (b) (6)
DOE – Pam Peckham
EPA – Wendy Blake-Coleman
GSA - Michael Radney
DHS – (b) (7)(C)
HUD – John Gibbs
DOI – Steve Fusilier, Craig Lasser, Lee Dickinson, Truda Stella, Jason Kirby
NASA - No
VA - No

Meeting Objectives:

- LFA Survey Status

LFA Survey

The meeting was primarily a status check. No one reported any significant issues with the survey when asked for feedback. Wendy indicated that EPA will not participate as the survey questions do not apply to EPA. However, EPA would like to continue participating in the working group and receiving communications.

Pam mentioned that DOE field office representatives indicated they have a lot of contamination on their sites but want to make them available nonetheless. They also continue to ask her what the telecommunications requirements for broadband are. Steve responded that there are wide variances and that many requirements depend on the availability of electricity. Steve will contact companies that BLM works with to get more specific answers.

Next Steps:

- July 5, 2018 meeting is cancelled. Next meeting is Thursday, July 12, 2018.
- Complete the LFA survey.
- Review results of survey analysis with LFA working group and BIWG leadership team.
- For any survey issues, please contact Michael Radney at: 202-573-0162 or michael.radney@gsa.gov

Leveraging Federal Assets for the Deployment of Broadband Working Group
Thursday, May 17, 2018, 1:00-2:00 pm
GSA, 1800 F Street, NW, Washington, DC
Meeting Minutes

Attendees:

USDA – Joey Perry
Commerce – Tim Moyer, Patrick Sullivan
OMB - Victoria Premaza
DoD - No
DOE - No
EPA - Wendy Blake-Coleman
GSA - Aluanda Drain, Stephanie Klodzen, Chris Coneeney, Aaron Eisenbarth
DHS - (b) (7)(C)
HUD - John Gibbs
IMLS - No
DOI – Steve Fusilier, Karen Montgomery
NASA - Garland Gray
VA - No

Meeting Objectives:

- Review revised survey questions
- Review revised draft work plan and timeframes
- Discuss survey dissemination and information collection
- Next steps

Review of Survey Questions

Aluanda and Steve have talked about how best to revise the survey questions to better align with LFA's four objectives and agree that collecting information regarding real property assets appears to be the overall focus for this group. As a result, they provided the group with a draft of their proposed revisions to review and initiated some discussion about these changes during the meeting.

- Question 2 was refined to say "what types of real property assets does your agency have," rather than using the broader term "asset" that involves non real property assets.
  - They also added a chart with the types of assets they would like agencies to focus on.
  - Since the Omnibus talks about Communication Facilities whereas the executive order uses the term "Broadband Facilities," Aluanda asked the group which terminology would be more appropriate to use in the survey.
    - The overall group consensus for the purpose of the questions being asked would be to use the term "Broadband Equipment or Infrastructure."
  - Tim voiced concern over striking "grant funding" as an asset type, because he doesn't want to lose their visibility as a viable asset type, but understood the fact that it is not a type of real property asset. He agreed that, perhaps, there should be a new question added concerning this asset type and agreed to take this on as an action item and discuss further with his colleagues to determine how best to add a separate question.

- o Victoria asked whether we are looking for agencies to quantify their assets by the proposed categories? Or just list the categories available? Might we want to provide a list of the assets agencies have already reported by category first?
  - Chris provided some suggestions on the type of aggregate data that could be provided by agencies (i.e. total number of assets, square feet, acres), rather than providing detailed info at an asset level.
  - Discussion then moved on to the struggle agencies have expressed in having to provide detailed asset information now, or when they will be required to do so again. This fall under the Omnibus.
  - Aluanda has discussed this with BIWG leadership, who said they were open to having LFA propose a solution for consideration.
  - Steve briefly described his suggestion of using the model/tool that DOI is developing as an initial step to provide data regarding available location (along with the general characteristics of the tool and what it can show).
  - The idea would be, in general, to collect basic info from the survey questions and then move onto gathering specific inventory data at a later date.
    - o Tim indicated that this wasn't his understanding and suggested that we should clarify with the BIWG Leadership Team.
    - o Victoria did note that other BIWG work streams have taken the approach of suggesting the "maturation of the data over time."

Demo of MAX & other potential data collection tool:

Victoria gave a brief demonstration of the MAX tool to show how it is being used by other work streams and could be used by LFA to collect its survey information. MAX was originally developed to collect budget info from agencies and is extremely clunky to use, but it is accessible by all agencies. Each working group would have its own landing page with generic information about the data collection taking place, description, due dates and listing of contact. Based on lessons learned, since there are often many people providing input into surveys at each agency, it does require some coordination within the agency. MAX does offer the ability to download a MS Word template to fill out the survey and then upload it back to MAX when complete, in addition to editing directly in MAX.

Aaron gave a presentation of another potential tool that could be used, utilizing the same tool that GSA uses for its Tenant Satisfaction Survey. Access is granted only to the people who the link is sent to, however its one drawback is that only one person at a particular agency may edit the survey at the same time (others can view, just not edit simultaneously). The tool can be accessed both online and on mobile devices, so there are no issues with firewalls. The app has lots of flexibility for adding info/graphics, style of questions, etc.

Please send any questions/concerns about these tools or the proposed survey question revisions to Aluanda and Steve.

Next Steps:

- Tim will work on drafting additional questions about grants/personal property.
- Revise proposed survey questions based on today's discussions.
- Next meeting: May 24, 2018.

Leveraging Federal Assets for the Deployment of Broadband Working Group
Thursday, June 28, 2018, 1:00-1:30 pm
GSA, 1800 F Street, NW, Washington, DC
Room 3143

To join the meeting virtually:

(b) (6)

Agenda

Welcome/Opening Remarks	1:00 -1:05 pm
Meeting Objectives and Action Items	1:05 -1:20 pm

- LVA Survey Status

Wrap Up/Adjournment	1:20 – 1:30 pm

Leveraging Federal Assets for the Deployment of Broadband Working Group
Thursday, June 7, 2018, 1:00-2:00 pm
GSA, 1800 F Street, NW, Washington, DC
Room 2143

To join the meeting virtually:

(b) (6)

Agenda

Welcome/Opening Remarks	1:00 -1:05 pm
Meeting Objectives and Action Items	1:05 -1:50 pm

- Discuss BIGW approval of survey questions
- LFA documents location in Max
- Review work-plan

Wrap Up/Adjournment	1:50 – 2:00 pm

Leveraging Federal Assets for the Deployment of Broadband Working Group
Thursday, May 31, 2018, 1:00-2:00 pm
GSA, 1800 F Street, NW, Washington, DC
Room 2143

To join the meeting virtually:

(b) (6)
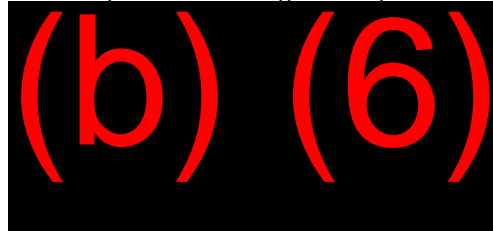
Agenda

Welcome/Opening Remarks	1:00 -1:05 pm
Meeting Objectives and Action Items	1:05 -1:50 pm

- Follow up on action items
- Final input on survey questions
- Review of LFA working group milestone report due June 1

Wrap Up/Adjournment	1:50 – 2:00 pm

Leveraging Federal Assets for the Deployment of Broadband Working Group
Thursday, May 31, 2018, 1:00-2:00 pm
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Attendees:

> **USDA** - Joey Perry
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> **GSA** - Aluanda Drain, Stephanie Klodzen, Michael Radney, Chris Coneeney
> **DHS** - (b) (7)(C)
> **HUD** - John Gibbs
> **IMLS** - No
> **DOI** - Steve Fusilier
> **NASA** - No
> **VA** - No

Meeting Objectives:

- Follow up on action items
- Final input on survey questions
- Review of LFA working group milestone report due June 1

Follow up on action items

1. **Revise Survey Questions:** We are still working on proposed revisions to the survey questions and will try to distribute them to the group on Monday for review. Once received, please review and provide comments quickly, as we will subsequently need to get the final questions reviewed/approved by BIWG prior to issuing the survey. Agencies had no objections to the proposal for releasing the LFA survey/data call on June 8 with a 30 day response period.
2. **LFA milestone template/report:** Current draft was shared with the group yesterday. If there are any comments to be incorporated, please send them today. The report will be sent to BIWG leadership tomorrow, June 1, 2018.

Final input on survey questions

- Pam – what is the expectation about what documents produced by this group will go on MAX Collect (MAX) and how will MAX be used for the data collection? Can we start putting our documents up there, rather than sending via email?
    - Victoria explained that MAX will be used as the collection tool for responding to the LFA questions and offered to do another walk through of the application and survey, once it is up there, for those who were not able to attend the initial demo.
    - Aluanda responded to the 2nd question, stating that we will look into how to best provide documents to the group.

- o Michael noted that if there are additional agency users who will be responding to the survey, please provide those names to both the LFA leadership team and Victoria to ensure they are given access to the system.

Mobile Now Act/Omnibus Requirements

- Chris reminded the group that GSA has put out the Federal Register Notice and is now putting together an interagency working group, consisting of participants from both the real property and communications communities, to review the comments received and develop guidance to agencies for reporting the new data. If you have an interest in participating, please send an email to Aluanda/Steve.
  - o Victoria suggested that we could post this on the BIWG MAX website to solicit other potential participants from the other work groups.

Other Questions

- Pam asked Victoria if we can get information/lessons learned on what other workgroups are doing that might be helpful as suggestions for our group.
  - o Victoria and Aluanda said that it might be useful to see if there are people on the other work groups who would be willing to help develop such information.

Review of LFA working group milestone report

- **1st Objective**
  - o The pilot program is still tentative, as BLM is awaiting internal approval;
  - o Clarified that "review of survey results" does mean the results of the data call.
  - o Pam asked a question to clarify whether submitting only street address, city and state information would fulfill the needs of the geospacial questions, since DOE does not have more specific geolocation data on its assets. They also only provide a single address for a campus that may have multiple buildings or assets.
    - ▪ Both Steve and Tim confirmed that this would be acceptable. Service providers will be able to use this information to identify whether the location is adequate for their specific needs.
- **2nd Objective:** No questions
- **3rd Objective:**
  - o Victoria mentioned that funding work stream is breaking off into smaller areas (tiger teams) to follow up on more specific analysis of questions and suggested that LFA may want to do the same.
  - o Aluanda/Steve agreed that this is a good idea.
- **4th Objective:**
  - o Victoria asked whether BroadbandUSA was being considered as a potential platform for sharing data with the public?
    - ▪ Tim indicated that NTIA's new interagency portal may work, but that it would not likely be appropriate for the existing BroadbandUSA website.

- GSA could put the data on our existing public database, but it would be static data. There have been no real discussions on this, to date.
- Steve suggests that this should be added to the discussion for future group meetings and asked that members start thinking about this and listing potential questions that may need to be posed or addressed.

Next Steps:

- Revise proposed survey questions and share with group.
- Seek final approval of survey questions from BIWG.
- Finalized and submit LFA milestone report.
- Work with MAX Collect to get survey out by June 8.

Revised Survey Questions – May 18, 2018

1. Please provide the following information for the person(s) completing the data call: agency name, bureau/division, e-mail and phone number.

2. What types of real property assets does your agency own?

Choose from among the following:

| Real Property Assets	Description
Building	Building that could accommodate a rooftop or side antennae installation.
Land	Federally-owned land
Structures	
Water Tower	Water Tower suitable for broadband infrastructure.
Communications Tower	Communications or radio tower suitable for broadband infrastructure.
Transmission Infrastructure	Communications or electrical transmission infrastructure, such as aerial transmission poles, towers, or cables or buried conduit/duct/micro-duct.
Rights-of-Way (ROW) or Easements	Existing ROW or Easements suitable for broadband infrastructure.
Water, Road, and Rail Crossings	Existing water (stream, river, canal, etc), road, and rail crossings that can accommodate broadband infrastructure.

3. What types of real property assets in your owned inventory currently have broadband infrastructure installed on them? What types of real property assets could potentially be used to deploy broadband infrastructure?

4. What laws, regulations and policies facilitate the use of your agency's real property assets for the deployment of public and/or commercial broadband infrastructure?

5. What laws, regulations and policies hinder or constrain the use of your agency's real property assets for the deployment of public and/or commercial broadband infrastructure?

6. For those real property assets that do not currently have broadband infrastructure installed, are there any specific policy or regulation changes that your agency could make or would like to see made that would allow/facilitate their potential use?

7. List any other restrictions on the use of your real property assets for broadband infrastructure and the types of real property assets affected.

8. If requested, can your agency quickly and easily compile geospatial and inventory information for your agency's real property assets that currently support broadband infrastructure? If not easily assembled, how long do you estimate it would take to compile the data if provided a template?

9. If requested, can your agency quickly and easily compile geospatial and inventory information for your agency's real property assets that could potentially support broadband

infrastructure? If not easily assembled, how long do you estimate it would take to compile the data if provided a template?

10. Who is the primary contact for information about your agency's real property assets?

11. Are there any national security implications to the public disclosure of information about your agency's or regulations relating to broadband facilities? If yes, please explain.

12. Are there national security concerns or policies that would prohibit making information about your agency's real property assets accessible by the public? If yes, please explain.

Leveraging Federal Assets for the Deployment of Broadband Working Group
Thursday, May 24, 2018, 1:00-2:00 pm
GSA, 1800 F Street, NW, Washington, DC
Room 4213

To join the meeting virtually:
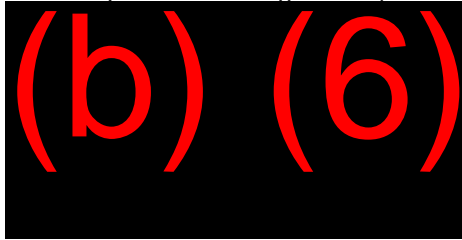
(b) (6)

Agenda

Welcome/Opening Remarks   1:00 - 1:05 pm

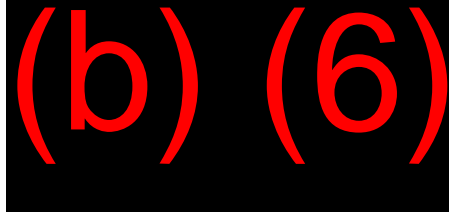**Meeting Objectives and Action Items**   1:05 - 1:50 pm

- Action items from last meeting
- Review revised work plan
- Review revised survey questions
- Review draft status report for BIWG quarterly report

Wrap Up/Adjournment   1:50 - 2:00 pm

Leveraging Federal Assets for the Deployment of Broadband Working Group
Thursday, June 14, 2018, 1:00-2:00 pm
GSA, 1800 F Street, NW, Washington, DC
Room 2143

To join the meeting virtually:

(b) (6)

Agenda

Welcome/Opening Remarks	1:00 -1:05 pm
Meeting Objectives and Action Items	1:05 -1:50 pm

- Action Items from last meeting
- Final MAX Collect document format for LFA Working Group
- LFA survey launch
- LFA milestone report

Wrap Up/Adjournment	1:50 – 2:00 pm

Leveraging Federal Asset Work		
Task	**Start**	**Finish (est)**
Manage Work Stream		
Identify Co-Chairs and develop workplan	2/26/2018	3/29/2018
Host weekly meetings	3/7/2018	TBD
Manage membership engagement	2/26/2018	TBD
Identify types of assets in agencies inventories	2/26/2018	
Survey/Data Call - Phase I		
Develop Questions	3/12/2018	6/11/2018
Coordinate with OMB and BIWG	3/30/2018	6/15/2018
Issue Data Call	6/15/2018	6/15/2018
Collect Agency Responses	6/15/2018	7/17/2018
Analyze Responses	7/17/2018	8/16/2018
Develop Summary Report of Survey Results	8/17/2018	9/4/2018
Progress Report Contribution*		
Draft report contribution	5/16/2018	5/23/2018
Validate with Work Stream	5/24/2018	5/24/2018
Finalize report contribution	5/25/2018	5/30/2018
Presentation for clearance	5/31/2018	5/31/2018
Submit	6/1/2018	6/1/2018

*Confirm date with BIWG executive ledership team

Stream Workplan		
Status	Resource Name	Notes
Completed	GSA & DOI	
Ongoing	GSA & DOI	
Ongoing	GSA & DOI	
Completed	GSA & DOI	
Ongoing	GSA & DOI	Questions to group by early next week.
Not Started	GSA & DOI	
Not Started	GSA & DOI	
Not Started	GSA & DOI	
Not Started	GSA & DOI	
Not Started	GSA & DOI	
Not Started	GSA & DOI	
Not Started	GSA & DOI	
Not Started	GSA & DOI	
Not Started	GSA/DOI/Agencies	
Not Started	GSA & DOI	